

**COMMISSIONERS' MEETING
MINUTES**

12/20/17

The December 20, 2017 York County Board of Commissioners Meeting was held at the York County Administrative Center, 28 E. Market Street, 2nd Floor, York, PA, 17401.

1. CALL TO ORDER

President Commissioner Susan Byrnes called the meeting to order at 10:00 a.m., with Vice President Commissioner Doug Hoke, Commissioner Christopher Reilly, Administrator/Chief Clerk Mark Derr, Solicitor Glenn Smith, Controller Robb Green, Treasurer Barb Bair, and Executive Assistant Darnell Ort present.

A. Opening Ceremony

Veteran Donald Bradley led the Pledge of Allegiance.

Sister Monica, St. Patrick's Catholic Church.

2. COMMISSIONERS' PRESENTATION

The Commissioners' presented Timothy C. Fulton of the Rail Trail Authority for his dedication to the Rail Trail. The Commissioners presented him with a gold coin and a brick from Friends of Pennsylvania.

3. PERIOD OF PUBLIC COMMENT

No public comments were received.

4. CONSENT AGENDA

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the Consent Agenda, items A through E, as listed below:

A. Minutes from December 20, 2017 Commissioners' Meeting, as submitted.

B. Subsidized Adoption Assistance Agreements between the County of York, on behalf of the York County Office of Children, Youth & Families, and the following adoptive parents, for adoption assistance at the rates indicated for the following minor children, until each child reaches the age of 18 years; and a one-time payment for costs incidental to the adoption of each child not to exceed \$2,000.00:

<u>Adoptive Parents</u>	<u>Minor Child</u>	<u>Rate per day</u>
BK and CK, Felton, PA	GJK fka JMA	\$27.00
RK and TK, Thomasville, PA	VRK fka RRM	\$27.00
SS and KS, East Berlin, PA	CMS fka CDMM	\$27.00
KM, York, PA	ORM fka ON-MM	\$27.00

C. Subsidized Adoption Assistance Agreements between the County of York, on behalf of the York County Office of Children, Youth & Families, and KM, York, PA, adoptive parent, for adoption assistance of \$27.00 per day for ARM fka AI-RE, a minor child, until the child reaches the age of 21 years; and a one-time payment for costs incidental to the adoption of the child not to exceed \$2,000.00.

D. Subsidized Adoption Assistance Agreements First Amendment between the County of York, on behalf of the York County Office of Children, Youth & Families, and the following adoptive parents, to reflect a change in the eligibility from State to Federal Monthly Adoption subsidy for the following minor children, with all other terms and conditions of the original agreement remaining in full force and effect.

<u>Adoptive Parents</u>	<u>Minor Child</u>
CK and BK, Felton, PA	NDK fka GAR
JS and PS, Glen Rock, PA	JDS fka JDC
JS and PS, Glen Rock, PA	CAS fka CAC
JS and PS, Glen Rock, PA	TJS fka TJC
JS and PS, Glen Rock, PA	WIS fka WIC

E. Solicitor's Report, as submitted.

5. RECESS

Commissioner Byrnes recessed the meeting at 10:07am for the purpose of holding a hearing to receive public comments on the adoption of the Growth Management Plan.

6. RECONVENE

Commissioner Byrnes reconvened the meeting at 10:17am.

7. RESOLUTION

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve Resolution 2018-01 approving and adopting an amendment to the York County Comprehensive Plan that adds the Growth Management Plan – Envision 2040 (dated December 2017) as a component of the Comprehensive Plan, replacing the York County Growth Management Plan (1997, last amended 2011).

8. RECESS

Commissioner Byrnes recessed the meeting at 10:19am for the purpose of holding a hearing to receive public comments on the adoption of Ordinance 2017-07.

9. RECONVENE

Commissioner Byrnes reconvened the meeting at 10:45am.

10. ORDINANCE

Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve Ordinance 2017-07 to amend Chapter 107 of the York County Code reducing the dedicated library tax from 0.10 mills to 0.09 mills to the York County Library System, effective January 1, 2018.

11. AGREEMENTS

- A.** Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a Bundled Service Agreement between Forensic Pathology Associates/Health Costs Network Laboratories and York County Coroner's Office to provide forensic autopsies and related services for the 2018 calendar year with the total cost of a routine forensic autopsy at \$1,925.
- B.** Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve an agreement by and between FMLASource, Inc., and the County of York for administration and information services related to the Family and Medical Leave Act for all County employees for the initial three (3) year term and subsequent automatic renewals. The fee will be \$1.41 per employee per month.
- C.** Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the Onsite Services Agreement (including General Terms and Conditions, Business Associate Agreement, Exhibits and any and all future Scheduling Addenda) by and between Catapult Health, LLC and the County of York. Participants in on-site preventive health check-ups will not encounter any direct charges; instead, claims will be submitted through Highmark. The term of the Agreement will be one year, subject to automatic one year renewals thereafter. Checkup fee will be \$160 per participant checkup.

12. CONSERVATION EASEMENT

- A.** Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to release funds in the amount of \$17,000.00 to Farm & Natural Lands Trust of York County for acquisition of a conservation easement

on approximately 26 acres in Manheim Township owned by Frances Z. Callahan.

- B.** Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to release funds in the amount of \$17,000.00 to Farm & Natural Lands Trust of York County for acquisition of conservation easement on approximately 54 acres in Hellam Township owned by Michael C. & Deborah J. Martin.
- C.** Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to release funds in the amount of \$33,000.00 to Farm & Natural Lands Trust of York County for acquisition of conservation easement on approximately 111 acres in Codorus Township owned by Kirk G. & Ruth C. McClelland.

13. MILEAGE REIMBURSEMENT

- A.** Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve a new mileage reimbursement rate of 54.5 cents per mile that will become effective with miles driven on or after January 1, 2108. This policy is consistent with IRS regulations.

14. RESOLUTION

- A.** Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve Resolution 2017-23 declaring the repairs necessary to repair the hydraulic elevator at the York County Human Services Center to be an emergency, as permitted under the provisions Pennsylvania Statue 19 P.S. Section 1802 (b), and to authorize the Director of Facilities Management, or his agent, to ratify a contract between the County of York and TyssenKrupp Elevator, York, PA for the replacement of a failed jack screw at a cost not to exceed \$60,799.00.

14. AGREEMENTS

- A.** Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve an agreement between the County of York, on behalf of the York County Youth Development, and the County of Northumberland, Sunbury, PA, to provide Youth Shelter services at a daily rate of \$375.60 per youth, for the period of July 1, 2017 through June 30, 2018.
- B.** Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve the attached agreements between the York County Treasurer Office and the listed Municipalities and School District to fulfill the duties of the indicated Tax Collector for the collection of 2018 Real Estate Taxes effective January 1, 2018 through December 31, 2019 and authorize the Treasurer to sign all documents related to the agreements.

Taxing Authorities

Delta Borough
Fawn Grove Borough
Wellsville Borough
South Eastern SD (Delta and Fawn)

Tax Type

Real Estate
Real Estate and Refuse Billing
Real Estate
Real Estate

- C. Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to approve an agreement between the County of York, on behalf of York County Office of Emergency Management and Pavoncello Media Productions, York, PA, for UAV services involving search and rescue of at-risk subjects at no cost to the county.

14. PURCHASES

- A. Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a joint County-State Agreement for the purchase of an agricultural conservation easement on 302.22 acres of farmland located in Chanceford and East Hopewell Townships and Cross Roads Borough, as owned by Jackson Family Farms, LP, for a total county share of \$200,000.00 (24%) using in part 2017 allocated County Agricultural Conservation Easement funds.
- B. Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a purchase between the County of York, on behalf of Adult Probation and New Holland Auto Group, New Holland, PA, for two (2) 2017 Ford All Wheel Drive Utility Vehicles at a cost of \$30,805.32 each for a total of \$61,610.64 under the PA-Costars Program.
- C. Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a purchase between the County of York on behalf of York County Bridge Department and JTech Truck Services, Chester Springs, PA for one (1) 2017 Full Matrix Message Board Trailer at a cost of \$17,550.00 purchased under the PA-Costars Program.
- D. Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve an agreement between the County of York, on behalf of the York County Information Services Department, and SAGE Technology Solutions, Mount Joy, PA, for Commissioners meetings video services for a total cost of \$5, 110.00, for the period of January 1, 2018 through December 31, 2018.

14. RENEWAL

- A. Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to ratify a renewal of Excess Worker's Compensation coverage through Midwest Employers Casualty Company for a term of one year commencing on January 1, 2018, at the rate of \$0.1227 per \$100 of payroll with an estimated cost of \$126,820.

14. TEMPORARY CONSTRUCTION EASEMENT

- A.** Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to enter into a right-of-way and temporary construction easement with April Thomas for the sum of \$1,000.00 for rehabilitation of County Bridge No. 226, Hull Drive over the Bermudian Creek in Washington Township.

15. SUBMISSION OF APPLICATIONS

- A.** Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the submission of the Juvenile Grant-In Aid application, on behalf of the York County Department of Probation Services, to the Juvenile Court Judges Commission, in the amount of \$532,650.00 to receive unmatched funding to offset probation officer salaries and costs to implement the statewide Juvenile Justice Systems Enhancement Strategy (JJSES) for the period of July 1, 2017 through June 30, 2018 as follows:

Salary Reimbursement - \$504,833.00
JJSES Implementation - \$27,816.00

16. AGREEMENT

- A.** Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve an agreement on behalf of the York County Department of Probation Services and the Commonwealth of Pennsylvania, through the Juvenile Court Judges Commission to govern the York County Probation Services (juvenile office) Supervision Fund Program effective July 1, 2017 to June 20, 2022.

17. PURCHASE

- A.** Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the purchase of sixteen suicide resistant beds, on behalf of the York County Prison from the Pennsylvania Correctional Industries, for a total amount of \$15,436.22 to be paid from the telephone revenue account, utilizing PA-Costars Grant.

18. SOLICITING BIDS

- A.** Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to authorize the Purchasing Department to solicit bids for decedent autopsy round trip transport to Lehigh Valley Hospital for the Coroner's office for 2018 with the option to renew for 2019.

- B.** Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to authorize the Purchasing Department to solicit bids for decedent transport to York Hospital morgue for the Coroner's office for 2018 with the option to renew for 2019.
- C.** Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to authorize the Purchasing Department to solicit bids for 240 gross (34,560) flags for the York County Veteran's Office for Memorial Day from 2018 budget.
- D.** Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to award the bid for uniforms for the Sheriff's Office to Red The Uniform Tailor, Lakewood, NJ, on estimated pricing totals of \$111,350.00 with the option to renew for one additional year.

	<u>EACH</u>	<u>TOTAL</u>
Cost per Long Sleeve Shirt (200 ea)	\$72.50	\$14,500.00
Cost per Short Sleeve Shirt (200 ea)	\$69.50	\$13,900.00
Cost per Winter Trousers (200 ea)	\$99.95	\$19,990.00
Cost per Summer Trousers (200 ea)	\$96.95	\$19,390.00
Cost per Honor Guard Trousers (20 ea)	\$104.50	\$2,090.00
Cost per Honor Guard Dress Coats (20 ea)	\$445.50	\$8,900.00
Long Sleeve Polo Shirts (200 ea)	\$67.50	\$13,500.00
Short Sleeve Polo Shirts (200 ea)	\$64.50	\$12,900.00
Warrant Team BDU Pants (200 ea)	\$39.50	\$790.00
Cost per Gore Tex Jacket (20 ea)	\$269.50	\$5,390.00

19. RESOLUTIONS

- A.** Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Resolution 2017-42 to implement a fee schedule for filing an Assessment Appeal, effective 1/2/2018.

<u>TYPE OF APPEAL</u>	<u>FEE</u>
Residential (owner occupied)	\$25.00 per parcel
All other Residential	\$50.00 per parcel
Commercial	\$125.00 per parcel
Subdivisions (under 25 lots)	\$150.00
Exemption Requests	\$100.00 per parcel
Interim/40 Day Appeals	No Charge
Rescheduling appeal	\$25.00 per parcel

- B.** Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a Resolution 2017-41 to approve the sale of a perpetual easement in real property located at 3403 Concord Road, Springettsbury Township, to ATC Sequoia, LLC, Boston, MA, as the highest responsible bidder, subject to a land lease agreement and right of first refusal, for the sum of \$270,000.00 plus costs.

20. PERPETUAL EASEMENT AGREEMENT

- A. Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve a Perpetual Easement Agreement between the York County Industrial Development Authority and the County of York to grant a perpetual easement over, across and through the area between the York County Administrative Center and the Yorktowne Hotel for the sum of \$10.00 in order to enhance and improve the renovation of the Yorktowne Hotel.

20. DELINQUENT TAX CLAIM WRITE OFF

- A. Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Delinquent Tax Claim Write Off of delinquent taxes no longer collectible against Real Property in the mount of \$1585.42.

21. TAX REFUND REGISTER

A. Tax Refund Register 2017-34

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2017-34 authorizing payment of York County real estate tax refunds totaling \$191,566.83.

B. Tax Refund Register 2017-35

Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve Tax Refund Register 2017-35 authorizing payment of York County real estate tax refunds totaling \$46.23.

22. CHECK REGISTERS

- A. Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the Check Register for the week of December 13, 2017, totaling \$3,985,238.23.

Weekly Disbursement Totals for December 13, 2017

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	1,483,205.67
01	Payroll	
01	Ag Land Preservation	
01	Escrow	
01	Marcellus Shale	

01	York Co Agriculture Society Sinking Fund	
02	York County Nursing Home	112,230.06
03	Unclaimed Money	
04	Donations	6,667.41
05	Controlled Substance	8,146.20
06	Human Services	25.00
07	Children & Youth	234,448.59
08	911	19,154.30
08	911 Act 12	
09	YC Capital Reserve	
10	Liquid Fuels	546,721.36
10	YC Local Use Fee	5,778.47
10	Liquid Fuels Act 44	736.06
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	4,808.00
25	Aging	91,372.72
28	MH-IDD	1,208,229.56
30/31	York/Adams HealthChoices	
30	York Reinvestment	
31	Adams Reinvestment	
32	YAHC Joinder Gov Capitation	
35	Domestic Relations	15,111.91
36	Earn-It	
40	Weatherization Liheap	14,319.28
45	Block Grant	6,531.06
46	Affordable Housing	537.35
47	Revolving Fund	
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	
51	Weatherization Doe	14,836.75
72	Tax Claim	1,669.14
75	Retirement	31,820.85
82	2015 PLGIT GOB Fund	
83	2016 Capital Projects Fund	
84	911 Capital Projects Fund	
85	P/A Capital Projects Fund	
90	Drug & Alcohol	178,888.49
	Total	<u><u>3,985,238.23</u></u>

- B.** Commissioner Reilly made a motion, seconded by Commissioner Hoke and unanimously carried to approve the Check Register for the week of December 20, 2017, totaling \$8,321,968.20.

Weekly Disbursement Totals for December 20, 2017

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
01	General Fund	2,168,660.92
01	Payroll	450.00
01	Ag Land Preservation	
01	Escrow	
01	Marcellus Shale	
01	York Co Agriculture Society Sinking Fund	
02	York County Nursing Home	136,485.87
03	Unclaimed Money	
04	Donations	
05	Controlled Substance	26,091.93
06	Human Services	298.13
07	Children & Youth	766,429.62
08	911	63,999.49
08	911 Act 12	
09	YC Capital Reserve	
10	Liquid Fuels	4,436.00
10	YC Local Use Fee	
10	Liquid Fuels Act 44	
10	Marcellus Shale Bridge Maintenance	
11	Prison Telephone	2,171.30
25	Aging	183,689.42
28	MH-IDD	1,847,749.61
30/31	York/Adams HealthChoices	
30	York Reinvestment	37,418.00
31	Adams Reinvestment	1,054.00
32	YAHC Joinder Gov Capitation	699.93
35	Domestic Relations	29,167.44
36	Earn-It	90.00
40	Weatherization Liheap	73,583.00
45	Block Grant	29,932.72
46	Affordable Housing	3,786.74
47	Revolving Fund	24.00
48	Downtown Hanover	
49	ARRA Weatherization	
50	Continuum of Care	67,942.64
51	Weatherization Doe	7,118.17
72	Tax Claim	744,592.24
75	Retirement	1,507,547.75
82	2015 PLGIT GOB Fund	
83	2016 Capital Projects Fund	448,124.91
84	911 Capital Projects Fund	
85	P/A Capital Projects Fund	

90 Drug & Alcohol

	<u>170,424.37</u>
Total	<u><u>8,321,968.20</u></u>

22. EXECUTIVE SESSIONS

Commissioner Byrnes reported there were no Executive Sessions held since the last Commissioners' Meeting.

23. OTHER BUSINESS AND ADDITIONAL PUBLIC COMMENTS

Commissioner Reilly stated that this is Robb Green's last meeting and thanked him for his years of service as a Controller.

Commissioner Byrnes thanked the many employees that are retiring this year for all their hard work and commitment to the County.

24. ADJOURNMENT

There being no further business to come before the Board at this time, Commissioner Hoke made a motion, seconded by Commissioner Reilly and unanimously carried to adjourn the meeting at 11:15 a.m.

Respectfully submitted,

Darnell V. Ort
Administrative Assistant